

SECRETARY TO THE DIRECTOR OF FIRE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Director of Fire by providing administrative support and performing clerical duties and office functions. The Secretary to the Director of Fire prepares correspondence, receives and processes records and reports, assists with preparation of the departmental budget, and acts as receptionist for the Director of Fire. The Secretary to the Director of Fire performs routine duties independently with some supervision, reporting to and having work reviewed by the Director of Fire.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments and maintains calendar of events for the Director of Fire. Places phone calls for the Director of Fire and processes incoming and outgoing mail, and interdepartmental correspondence. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Director of Fire. Replies to routine correspondence or requests following departmental procedures. Attends meetings to take minutes or notes. Acts as liaison between Director of Fire and other departments, parish administration, government agencies, and the public, gathering and relaying information as needed. Acts as receptionist for the Director of Fire and directs visitors to appropriate individuals or offices.

Prepares reports and letters in answer to written or oral requests as directed. Takes dictation and transcribes from notes, voice machine, dictaphone, or transcriber. Checks department records and reports for completeness, accuracy and conformity to established procedures. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Performs appropriate back-up function in computer files. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically,

or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel. Locates and retrieves information or documents from hard copy and computer files. Inspects systems and facilities for maintaining records and disposes of obsolete files and records in accordance with established schedules and requirements.

Compiles information for and assists in the preparation of the total departmental operating budget. Posts accounting entries into journals, ledgers, or other accounting records and balances these at the end of the month. Maintains inventory of supplies and equipment for the Director of Fire. Orders supplies and equipment, and prepares purchase requisitions in accordance with departmental procedures. Writes specifications for new equipment, makes recommendations on major purchases for the department, and gets estimates on repairs costs for any assigned equipment. Issues payments from and reconciles petty cash.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Must have not less than three (3) years of moderately complex to advanced secretarial and administrative support experience, demonstrating command of Business English, professional oral and written communication skills; or an equivalent combination of education and experience.